

Replying to a job advert

You have seen the following advertisement in The Irish Times (9/08/06) and you have decided to apply for the job:

An important supermarket chain are looking for a multilingual help desk clerk in the Dublin area

- * Can you help our customers with clear, concise information?
- * Can you speak more than one language?
- * Can you answer the telephone in a friendly, professional manner?
- * Do you have basic computer skills?

If the answer to these questions is 'yes', please send your CV and a covering letter to: Ms Sonia Smyth, Personnel Manager, Buns Stores, 35 St. Stephen's Green, Dublin 1 by September 1, 2006.

1. What is the job advertised?
2. Where is the position advertised?
3. What are the 4 essential skills for this position?

- a. _____
- b. _____
- c. _____
- d. _____

4. What is the name of the company?
5. Who is the company contact?
6. When is the closing date?
7. Will we use 'Yours sincerely' or 'Yours faithfully'?

Now write your letter on the next page...

_____ 2006

Dear

I would like to apply

I enclose

As you can see I

I am

Yours